

Sample Transmittal Sheet

Instructions: Follow format below and replace information within brackets {} with appropriate information that applies to your delegation.

DELEGATIONS OF AUTHORITY

NIH Manual 1130: {Insert Category and Number}

Title: {Insert Title of Delegation}

Issuing Office & Phone: {Insert Organization and Phone Number}

Release Date: {Leave Blank}

1. **Explanation of Material Transmitted:** {Insert brief statement describing "new" or "revised" delegation, including any impact or enhancements to current program or operations, e.g., "This revised delegation removes the HHS-imposed restriction on redelegation, thereby permitting this authority to now be exercised by IC EOs."}
2. **Filing Instructions:**

Remove: {Insert Appropriate Delegation Category, Number and Date}

Insert: {Insert Appropriate Delegation Category, Number and date}

PLEASE NOTE: For information on

- Content of this delegation, contact the issuing office listed above.
- NIH Manual 1130, contact the Office of Management Assessment at 496-4606.
- NIH Manual System, contact the Office of Management Assessment at 496-2832.
- On-line information, enter this URL
<http://www1.od.nih.gov/oma/manualchapters/>